

**Purchase & Contract**  
Department of Administration

Trainings for  
**Procurement Professionals and Vendors**

Course Catalog

2018

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# A Message from the Deputy SPO of Training



North Carolina  
Department of Administration  
Division of Purchase & Contract

Machelle Sanders  
*Secretary*

Odessa McGlown  
*State Purchasing Officer*

Dear state procurement professionals and vendor community,

I am excited to bring in the new year with the release of the 2018 training course catalog. Our goal each year is to provide trainings that are convenient and beneficial to your professional development needs. Inside are valuable training opportunities along with detailed class descriptions, registration instructions and technical requirements for viewing online trainings. You will also find a few new recently added resources including:

- Step-by-step instructions for accessing the online event calendar
- Guidelines for class cancellations
- Guidance on parking venues and lodging near the Department of Administration
- And information on how to contact the training team

The catalog concludes with a full summary of course offerings listed in chronological order. As you look through the catalog, please take advantage of the many resources available. I challenge all of you to learn at least five new things about procurement and the overall process. If you are a state procurement professional, my task for you is to enroll in at least one or more of our training classes to discover additional best practices for your department or agency. If you are a vendor, view our web-based trainings to learn useful tools and tips for your organization.

Whether you are a state procurement officer or vendor, I encourage you to never stop learning or growing as a professional! On behalf of the Division of Purchase & Contract, I wish you a wonderful year and remember to continue to acquire new knowledge and maximize your full potential.

Sincerely,

A handwritten signature in cursive script that reads "Angie Dunaway".

Angie Dunaway  
Deputy State Purchasing Officer  
Division of Purchase & Contract

State of North Carolina | Purchase & Contract  
1305 Mail Service Center | 116 West Jones Street | Raleigh, NC 27699-1305  
919.807.4500 T

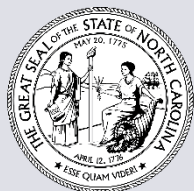
## Special Note to Vendors

Please keep in mind that the traditional trainings listed in this catalog are for state employees only. If you are a vendor, please reference the list of [online trainings and job aids](#) within this catalog that are designed specifically to meet your needs.

## Symbols to Keep in Mind



All online training courses with the NC electronic Vendor Portal logo indicates that the course was created, and is being offered and instructed by P&C.



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All traditional and online training courses with the Division of Purchase & Contract logo indicates that the course was created, and is being offered and instructed by P&C.



All traditional training courses with the NIGP (The Institute for Public Procurement) logo indicates that the course was created, and is being offered and instructed by NIGP.



All traditional and online training courses with the NC E-Procurement logo indicates that the course was created, and is being offered and instructed by the NC E-Procurement Team. Please note that these training courses are created specifically for those who use the E-Procurement system.

## Instructions for Traditional Trainings

### NC Learning Center

Registration for Division of Purchase & Contract courses is available through the NC Learning Center. All individuals employed with any state agency, department, institution, community college, or university governed by Chapter 143 Article 3 of the North Carolina General Statutes are eligible to attend the courses listed in this catalog.

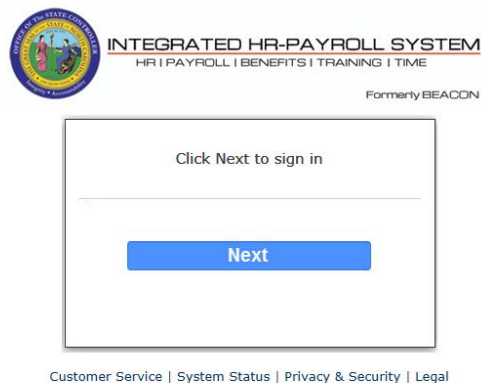
**Registration instructions for state agencies and institutions are different from community colleges and universities.** State agencies and institutions register using the Integrated HR-Payroll System and community colleges and universities adhere to instructions for non-system users. Please follow the instructions below as it relates to your place of employment. Furthermore, please find proceeding these instructions a job aid to assist your supervisor/ manager with approving your training request(s).

# Registration

## Integrated HR-Payroll System Users – Formerly BEACON (State Agencies and Institutions)

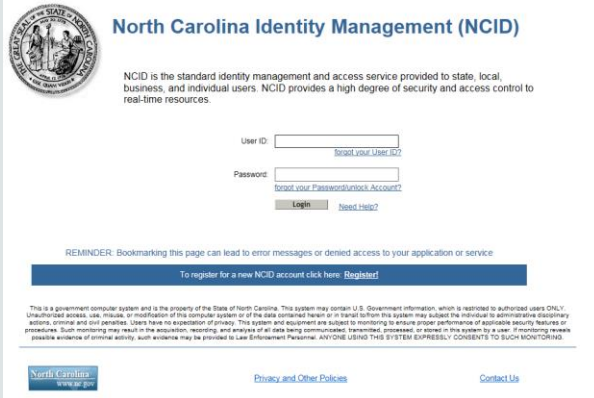
If you are an Integrated HR-Payroll System (formerly BEACON) user, follow the instructions below to register.

1. Select next to sign into the Integrated HR-Payroll System (formerly BEACON).



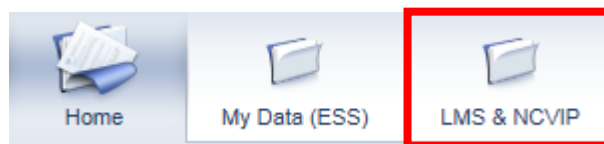


2. Enter your NCID user ID and password in the fields provided.




The image shows the North Carolina Identity Management (NCID) login page. It features the NCID logo on the left and the title "North Carolina Identity Management (NCID)" on the right. Below the title, there is a brief description of NCID. The login section includes fields for "User ID" and "Password", each with a "Forgot your [User ID/Password]?" link. There are "Login" and "Need Help?" buttons. A "REMINDER" section states that bookmarking the page can lead to errors and provides a "Register!" link for new accounts. At the bottom, there is a disclaimer about the system's ownership and a footer with "North Carolina" logo, "Privacy and Other Policies", and "Contact Us" links.

3. Select the LMS & NCVIP tab and click on the submit button.

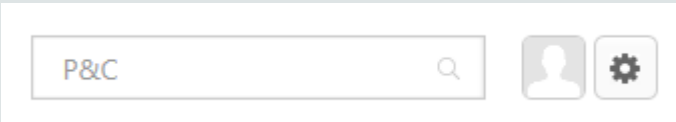


AND



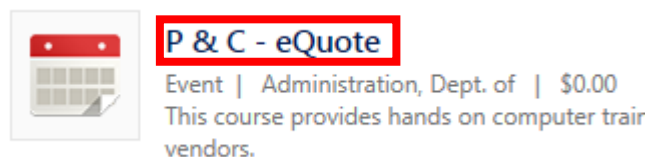
The image shows the NC Learning Center login page. It features a "Welcome" banner and the title "NC Learning Center". Below the banner, there is a message: "Click 'Submit' to enter NC Learning Center". A "Submit" button is highlighted with a red border. Below the button, there is a message: "If you have trouble connecting, please click [here](#) for an FAQ Help document. If you have questions about LMS content, please contact your agency [LMS Coordinator](#). Contact BEST Shared Services at [BEST@osc.nc.gov](mailto:BEST@osc.nc.gov) if additional assistance is required."

4. From the NC Learning Center home page, type P&C in the global search box located on the top right of the page. Press the enter button on your keyboard.



The image shows a global search box with "P&C" entered. To the right of the search box are icons for a user profile and a settings gear.

5. Click on the course title to view the list of available offerings.



6. Select the request button to enroll in a course corresponding to the title you are interested in pursuing.



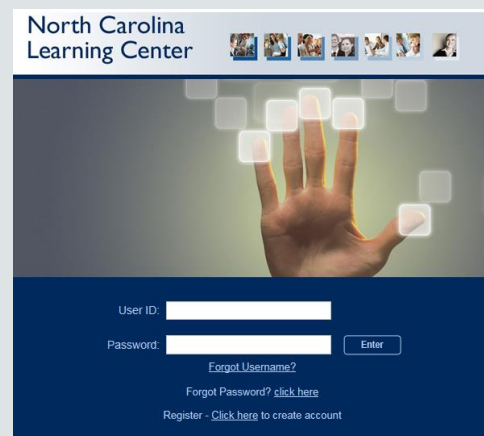
7. Your manager must go into the NC Learning Center and approve your request!
8. Wait for the registration confirmation email from the NC Learning Center.
9. Please keep in mind that you **are not** registered until you receive a registration confirmation.

## Non-System Users (Community Colleges, Local Government Entities, Public Schools, and Universities)

Community college, local government, public school, and university employees must first [create an account](#) with the NC Learning Center before registering for training courses. Once you create an account, follow the instructions below to register.

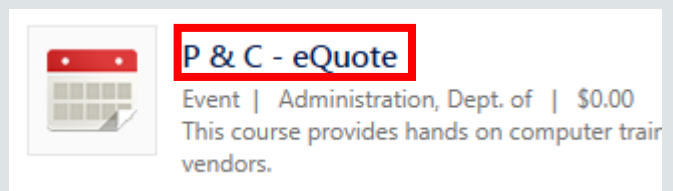
1. Type <https://ncgov.csod.com/client/ncgov/default.aspx> into your web browser. You must use Internet Explorer!

2. Enter the login and password from when you created your account.

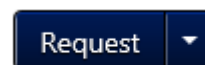


3. Click on the P&C logo on the home page.

4. Click on the title of the course to view a list of available dates.



5. Identify the date, location and time of the course you prefer. Then select the request button to choose a course corresponding to the title you are interested in pursuing.



6. Wait for the approval of your request.
7. Expect an email from the NC Learning Center confirming your registration.
8. Please keep in mind that you **are not** registered until you receive a registration confirmation.

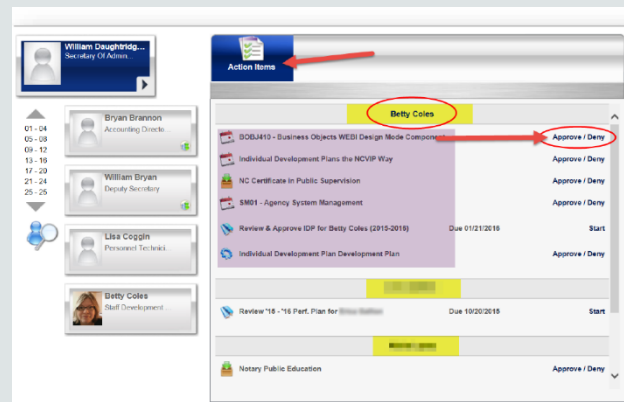
## Job Aid – Approving Your Employees' LMS Training Requests

If you are a supervisor/ manager, please follow the steps below for approving staff training requests in the NC Learning Center.

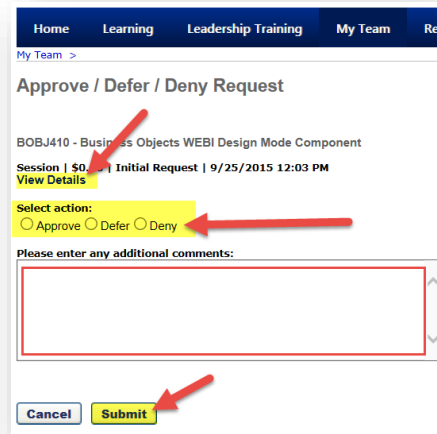
1. Log into BEACON. Select the **LMS & NCVIP tab**. Next, hover over the **My Team** tab, then click on **My Team**.



2. You will be brought to your **action items** tab. These items are separated by employee. This is your “to do” list in LMS/NCVIP. Start with your first employee. Find the training they are requesting on the left-hand side, then click the **approve/deny** link on the right-hand side.



3. On the next screen, you can click “view details” to see more information about this particular class. You will then select your action of either **approve**, **defer**, or **deny**. You have the option of adding a comment in the box below, then click **submit**.



## Online Event Calendar

In addition to this catalog, a comprehensive list of training classes for the 2018 calendar year can be found on the Division of Purchase & Contract (P&C) website. By simply clicking on the **upcoming training events icon**, located on the P&C home page, you will have access to the date, time, location, and description of all upcoming classes as well as easy access to registration and to this catalog. To access the events page, follow the steps below.

**Step 1:** Go to the P&C website by clicking [here](#) or by typing the following URL into your web browser: <https://ncadmin.nc.gov/pandc>.

**Step 2:** From the P&C home page, select the **upcoming training events icon**.

Purchase and Contract



**P&C Home page**

Click on the following icon



**Upcoming Training Event Icon**

Class Schedule

## Minimum Class Size & Registration Cancellations

### Minimum Class Size

Due to limited staff, the Division of Purchase & Contract (P&C) will cancel any class that fails to meet the minimum number of required registrants. All P&C classes must have a minimum of ten (10) registrants or the class will be cancelled. Registrants will be notified via email, a week in advance, of a class cancellation.

### Cancellation Requests

If you are currently registered for a class but are no longer able to attend, as a courtesy, please cancel your registration at least a week in advance using the NC Learning Center. Doing so gives an opportunity for a waitlisted registrant to attend in your place or in the event of low enrollment, will help us determine if a class should be cancelled.

*"Tell me and I'll forget. Show me and I may remember. Involve me and I learn." – Benjamin Franklin*



*"Live as if you were to die tomorrow. Learn as if you were to live forever." – Mahatma Gandhi*



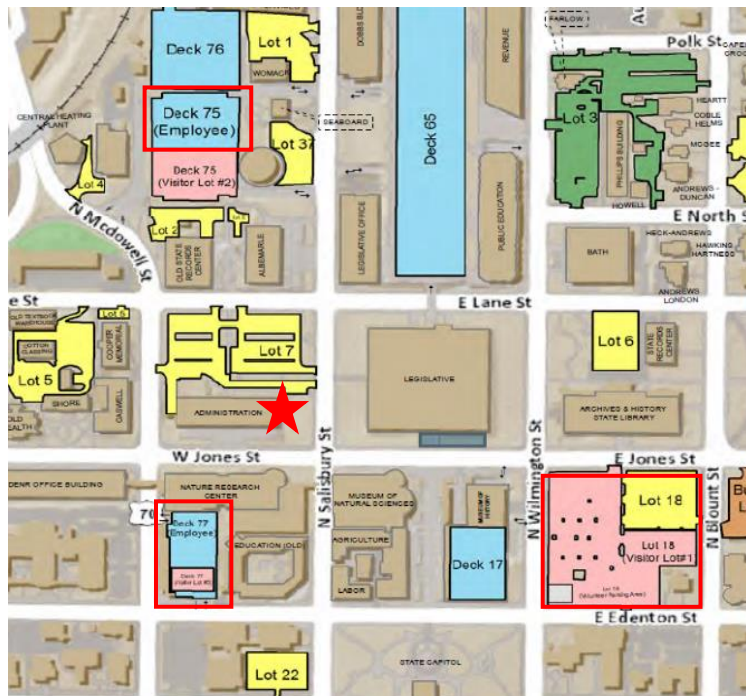
*"Education is learning what you didn't even know you didn't know." – Daniel Boorstin*



## Parking Venues and Map

The Department of Administration is located in downtown Raleigh on 116 W. Jones St. (on the map below it is marked by a red star). Visitor parking can be found on McDowell Street, Edenton Street and Jones Street within decks #75, #77 and #18 respectively.

Each deck has a booth that will disperse parking tickets. You are responsible for keeping this ticket for payment purposes. The parking fee is \$2.00 per hour. The decks and their respective locations are framed in red on the map below. Visitor parking is also available in front of the Administration building, however, please be aware that these metered spaces are not allocated for full-day parking.



To access additional information concerning visitor parking such as maps and current parking rates, please visit the NC State Parking website at <https://ncadmin.nc.gov/about-doa/divisions/state-parking> or [click here](#).

## Hotels Near the Department of Administration

Hotel Name	Address
Raleigh Marriott City Center	500 Fayetteville St. Raleigh, NC 27601 (919) 833-1120 Approximately 0.7 miles from DOA
Holiday Inn Raleigh Downtown	320 Hillsborough St. Raleigh, NC 27603 (919) 832-0501 Approximately 0.4 miles from DOA
Holiday Inn & Suites Raleigh Downtown	600 Glenwood Ave. Raleigh, NC 27603 (919) 825-4770 Approximately 0.7 miles from DOA

## Lodging



## Contact the Training Team

If you have any questions concerning upcoming classes or on how to register, please contact the P&C training team or receptionist.

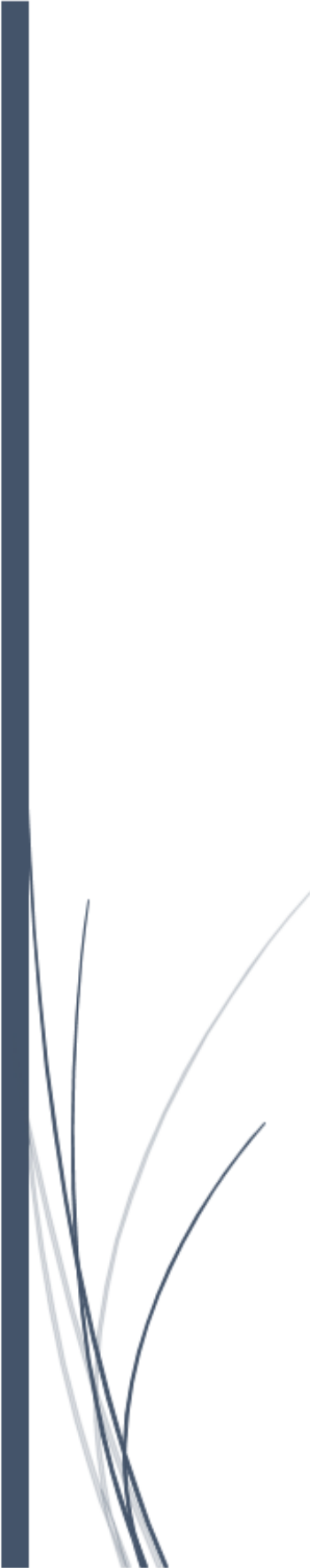
Angie Dunaway  
Deputy State Purchasing Officer  
[angie.dunaway@doa.nc.gov](mailto:angie.dunaway@doa.nc.gov)  
919-807-4545

Nicole Livingstone  
Instructional Designer  
[nicole.livingstone@doa.nc.gov](mailto:nicole.livingstone@doa.nc.gov)  
919-807-4543

Camille Chaney  
Receptionist  
[camille.chaney@doa.nc.gov](mailto:camille.chaney@doa.nc.gov)  
919-807-4500

## Questions





# Traditional Trainings

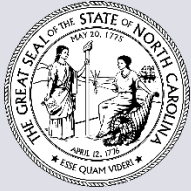
P&C Instructor-led Trainings



# Traditional Trainings for State Employees



## Course Descriptions



**Purchase & Contract**  
Department of Administration

### North Carolina Procurement

#### Description

This course provides a comprehensive overview of the procurement process for purchasing goods and services not related to information technology. The content of this course includes the following topics: basic principles of procurement, understanding the administrative code and general statutes, delegation of authority, ethics, procurement methods, procurement planning, developing specifications and scope of work, developing solicitations, solicitation documentation, competitive bidding, evaluation, terms and conditions, negotiation, resolution of protests and disputes, and best practices. This 3-day course is scheduled from 8:30 a.m. to 4:30 p.m.

***Please note: This class is the foundation for P&C's Specification Writing, Request for Proposals and Contract Administration classes.***

#### Target Audience

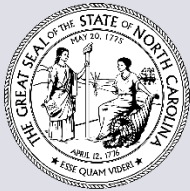
Anyone involved in the procurement process. This includes purchasing agents, purchasing officers, end users, controllers, auditors, etc.

#### Cost

Free

#### Schedule

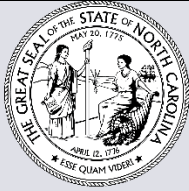
<u>Dates</u>	<u>Location</u>	<u>Facility</u>
January 23 – 25	Raleigh	Dept. of Admin.
April 16 – 18	Wilmington	Cape Fear Community College
July 24 – 26	Raleigh	Dept. of Admin.
October 15 – 17	Statesville	Mitchell Community College



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## Specification Writing

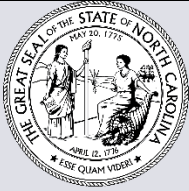
<b>Description</b>	<p>This instructor-led course explains the purpose of specification writing to obtain a commodity that will satisfy a particular need at an economical cost. In this course, participants will discuss how writing a specification relates to the sections of the Invitation for Bids (IFB), identify key components of a specification that makes it nonrestrictive and promotes competition, explore each type of specification, and determine when each type of specification is used for a particular need. This 1-day course is scheduled from 8:30 a.m. to 4:30 p.m.</p> <p><b><i>Please note: For the best learning experience, it is extremely encouraged for participants to take the NC Procurement class prior to enrolling in this course.</i></b></p>		
<b>Target Audience</b>	Purchasing agents, purchasing officers and end users		
<b>Cost</b>	Free		
<b>Schedule</b>	<u><b>Dates</b></u>	<u><b>Location</b></u>	<u><b>Facility</b></u>
	February 15	Raleigh	Dept. of Admin.
	April 19	Wilmington	Cape Fear Community College
	June 7	Raleigh	Dept. of Admin.
	October 18	Statesville	Mitchell Community College



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## Request for Proposals (RFP) Development & Evaluation

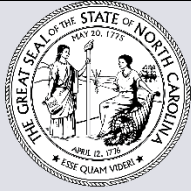
<b>Description</b>	<p>This instructor-led course is an in-depth study of Request for Proposals (RFP). This course is designed to help you understand the processes of creating and evaluating RFP solicitations. During days 2 and 3, you will create and evaluate an RFP to gain first-hand practice. This 3-day course is scheduled from 8:30 a.m. to 4:30 p.m.</p> <p><b><i>Please note: For the best learning experience, it is extremely encouraged for participants to take the NC Procurement and Specification Writing classes prior to enrolling in this course.</i></b></p>		
<b>Target Audience</b>	Purchasing agents, purchasing officers, end users, and those on an evaluation team		
<b>Cost</b>	Free		
<b>Schedule</b>	<u><a href="#">Dates</a></u>	<u><a href="#">Location</a></u>	<u><a href="#">Facility</a></u>
	March 20 – 22	Raleigh	Dept. of Admin.
	June 19 – 21	Raleigh	Dept. of Admin.
	August 6 – 8	Statesville	Mitchell Community College
	December 10 – 12	Wilmington	Cape Fear Community College



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## North Carolina Contract Administration & Monitoring

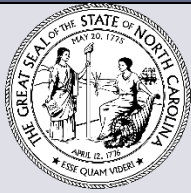
<b>Description</b>	<p>This instructor-led course is an introduction to the process of managing a contract. The topics discussed include contract administration principles, terminology, roles and responsibilities of contract administrators, problem-solving and negotiating with vendors, and best practices for individuals responsible for administering or managing contracts. This 1-day course is scheduled from 8:30 a.m. to 4:30 p.m.</p> <p><b><i>Please note: For the best learning experience, it is extremely encouraged for participants to take the NC Procurement, Specification Writing and Request for Proposals classes prior to enrolling in this course.</i></b></p>		
<b>Target Audience</b>	Purchasing agents, purchasing officers, end users, contract administrators, contract managers, project managers, etc.		
<b>Cost</b>	Free		
<b>Schedule</b>	<u><a href="#">Dates</a></u>	<u><a href="#">Location</a></u>	<u><a href="#">Facility</a></u>
	February 20	Raleigh	Dept. of Admin.
	May 22	Raleigh	Dept. of Admin.
	August 9	Statesville	Mitchell Community College
	December 13	Wilmington	Cape Fear Community College



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## Customizing Solicitation Templates

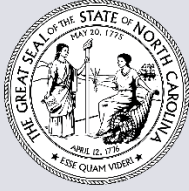
<b>Description</b>	This instructor-led course provides a general overview of the newest solicitation templates, how they are organized, and how they function for procurement professionals and end users. This hands-on computer-based training will utilize Microsoft Word 2016 to maneuver through the solicitation templates to show the necessary decisions you will need to make to tailor the template to your specific procurement. Learn how to add and edit text; change the size or appearance of text; modify lists, headers, footers, and tables; copy and paste text from one part of your document to another; add content or attachments to your document; and update the table of contents. This 4-hour course is scheduled from 8:30 a.m. to 12:30 p.m.		
<b>Target Audience</b>	Purchasing agents, purchasing officers and end users		
<b>Cost</b>	Free		
<b>Schedule</b>	<u><a href="#">Dates</a></u>	<u><a href="#">Location</a></u>	<u><a href="#">Facility</a></u>
	January 30	Raleigh	Wildlife Resources Commission
	May 3	Raleigh	Wildlife Resources Commission
	September 13	Raleigh	Wildlife Resources Commission



**Purchase & Contract**  
Department of Administration

## Determining Cost

<b>Description</b>	This instructor-led course explains the elements of total cost of ownership (TCO) financial analysis for public procurement. This is an intermediate to advance course designed for advanced procurement professional who are faced with financial analysis in supporting acquisition decisions for various goods and services. Through case-based scenarios and mathematical formulas, discover all the obvious costs and hidden costs of ownership across the full life cycle of the acquisition and how to analyze them. This 1-day course is scheduled from 8:30 a.m. until 4 p.m.		
<b>Target Audience</b>	Financial analysts, procurement managers, budget officers, budget analyst, strategic sourcing specialists, etc.		
<b>Cost</b>	Free		
<b>Schedule</b>	<u><a href="#">Dates</a></u>	<u><a href="#">Location</a></u>	<u><a href="#">Facility</a></u>
	March 8	Raleigh	Dept. of Admin.
	July 12	Raleigh	Dept. of Admin.
	November 20	Raleigh	Dept. of Admin.



**Purchase & Contract**  
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## Solicitation Documents & The Law: Explaining Legal Terms and Conditions in IFBs and RFPs

<b>Description</b>	This instructor-led course includes a review of the legal significance of the organization and content of the state's Invitation for Bid (IFB) and Request for Proposal (RFP) templates. This course will focus on explaining why the sometimes obscure and puzzling provisions in the solicitation document are important for creating an effective and enforceable contract. This 1-day course is scheduled from 9 a.m. to 4:30 p.m.		
<b>Target Audience</b>	Purchasing agents, purchasing officers, end users, contract managers, contract administrators, project managers, business owners, subject matter experts, etc.		
<b>Cost</b>	Free		
<b>Schedule</b>	<u><a href="#">Dates</a></u>	<u><a href="#">Location</a></u>	<u><a href="#">Facility</a></u>
	January 9	Raleigh	Dept. of Admin.
	April 26	Raleigh	Dept. of Admin.
	September 26	Raleigh	Dept. of Admin.



## E-Procurement

### Description

This instructor-led course provides hands-on computer training on how to use the NC E-Procurement system. This includes system navigation, how to create requisitions, purchase orders, folders, how to save searches as well as explores Statewide Term Contract catalogs and other special features and benefits. This 1-day course is scheduled from 9 a.m. to 4:30 p.m.

### Target Audience

Purchasing agents, purchasing officers and requisitioners


### Cost

Free

### Schedule

<u>Dates</u>	<u>Location</u>	<u>Facility</u>
January 4	Raleigh	Wake Tech
January 9	Raleigh	Wake Tech
February 7	Raleigh	Wake Tech
February 28	Raleigh	Wake Tech
March 15	Raleigh	Wake Tech
March 27	Raleigh	Wake Tech
April 3	Raleigh	Wake Tech
April 12	Raleigh	Wake Tech
May 8	Raleigh	Wake Tech
May 17	Raleigh	Wake Tech
June 12	Raleigh	Wake Tech
June 27	Raleigh	Wake Tech
July 10	Raleigh	Wake Tech
July 19	Raleigh	Wake Tech
August 2	Raleigh	Wake Tech
August 21	Raleigh	Wake Tech
September 5	Raleigh	Wake Tech
September 18	Raleigh	Wake Tech
October 3	Raleigh	Wake Tech
October 10	Raleigh	Wake Tech
November 6	Raleigh	Wake Tech
November 15	Raleigh	Wake Tech
December 4	Raleigh	Wake Tech
December 19	Raleigh	Wake Tech



	eQuote		
<b>Description</b>	This instructor-led course provides hands-on computer training on how to create and solicit quotations from E-Procurement registered vendors. This 3-hour course is scheduled from 9 a.m. to 12 p.m.		
<b>Prerequisite</b>	E-Procurement		
<b>Target Audience</b>	Purchasing agents, purchasing officers and requisitioners		
<b>Cost</b>	Free		
<b>Schedule</b>	<u>Dates</u>	<u>Location</u>	<u>Facility</u>
	February 8	Raleigh	Wake Tech
	April 4	Raleigh	Wake Tech
	June 28	Raleigh	Wake Tech
	August 22	Raleigh	Wake Tech
	October 11	Raleigh	Wake Tech
	December 20	Raleigh	Wake Tech

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# NIGP Trainings

Instructor-led by Institute of Governmental Purchasing

# Registration Instructions for NIGP Trainings

## Logistics

For another consecutive year, the Division of Purchase & Contract will partner with NIGP (The Institute for Public Procurement) to offer procurement training opportunities at a reduced cost. A complete schedule of upcoming NIGP trainings will be released soon.

Class Locations	To Be Determined
<b>Proposed Classes and Descriptions</b>  (Please note: The following classes are listed in sequential order with the Introduction to Public Procurement being the foundation for all NIGP courses within this list)	<b>Introduction to Public Procurement</b> The work of public procurement is no longer a clerical function performed independently by various people throughout different agencies or departments within a government entity. This class provides an overview of the ever-changing profession by identifying fundamental concepts that affect procurement in the public sector. Practical examples, discussion, group exercises and case studies will be used throughout the course.  <b>Sourcing in the Public Sector</b> This course provides the participant with a comprehensive overview of the sourcing process within the public sector. Essential elements, including pre-sourcing planning, needs assessment, specifications, scope of work, deliverables, procurement strategies, value analysis, and internal control processes, are explored. Determining the appropriate sourcing method, preparing the relevant sourcing invitation document, managing the acquisition process, evaluation of response submissions, and contract awards will also be covered. In addition, the course will examine trends, technology developments, and the effects of both on the processes. Practical examples, discussion, group exercises and case studies will be used throughout the course.  <b>Strategic Procurement Planning</b> The direction of public sector organizations has generated increased demand for strategic procurement planning and participation by procurement professionals in the actual implementation of many projects—particularly out-sourcing, privatization, and public-private partnerships. This course provides practical tools and approaches that can be used by the procurement practitioner to contribute to an organization's strategic mission. These include the development of strategic plans, the strategic role of procurement in the budget process, pricing strategies and value-adding analysis techniques, the tools and analytics of strategic sourcing, client satisfaction strategies, and talent management. Practical examples, discussion, group exercises, and case studies will be used throughout the course.

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**Legal Aspects of Public Procurement**

Designed to be an educational exploration of the legal elements of public procurement, this course will provide a foundation of the principles and general concepts of the law as it applies to public procurement. Course content will address issues such as the Uniform Commercial Code (U.C.C.), the Model Procurement Code, Sale of Goods Act and the legal implications surrounding solicitations, contracting, and post-award issues. Attention will be given to the ethical issues facing the profession relevant to the law. This course will focus on actual procurement situations with relevant procurement implications using practical examples, discussion, group exercises, and case studies throughout the course.

**Developing & Managing Request for Proposals**

This course is uniquely designed to prepare procurement professionals to use the Request for Proposals (RFP) process to its maximum potential. The class agenda will identify the process, offer a key understanding of the elements of the proposal, and ascertain ways in which the document can be used to its full capability. Pitfalls and success stories will make the class relevant and applicable when planning to incorporate this type of solicitation into the government process. Practical examples, discussion, group exercises, and case studies will be used throughout the course.

**Contract Administration in the Public Sector**

This class provides a framework for examining contract administration by focusing on essential elements of the discipline. The intent is for the student to develop a strong understanding of the complexities of contract administration and recognize the importance of planning, monitoring, and proactive insight into and oversight of contract performance. Practical examples, discussion, group exercises and case studies will be used throughout the course.

**Fundamentals of Leadership & Management**

This course is designed to examine leadership and management issues regularly faced by public sector professionals. This course will focus on topics of motivation, decision making, communication, conflict management, group dynamics, and organizational change, with more attention being paid to how these issues relate. Discussions of theory with practical application are intended to improve an organization's effectiveness when considering the professional. Practical examples, discussion, group exercises, and case studies will be used throughout the course.

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# Technical Requirements

Software Reference Guide

# Technical Requirements for Online Trainings

## Software Reference Guide

Online courses developed by the Division of Purchase & Contract and NC E-Procurement require participants to have an updated operating system, web browser, and installed software to view content. Please review the following to ensure access to our valuable online learning opportunities.

<b>Operating System</b>	<u>Windows</u> : XP Service Pack 3 and newer <u>Mac</u> : OSX 10.6 and newer
<b>Internet Connection</b>	Satellite, Cable, or DSL
<b>Web Browser</b>	<u>Windows</u> : Internet Explorer 6 and later, Microsoft Edge (latest version), Firefox 1.x and later, Google Chrome (latest version), Opera 9.5 and later <u>Mac</u> : Safari 3 and later, Firefox 1.x and later, Google Chrome (latest version) <u>Linux</u> : Firefox 1.x and later
<b>HTML5</b>	<u>Windows</u> : Google Chrome (latest version) <u>Mac</u> : Safari 6.0.5 or later, Google Chrome (latest version) <u>Mobile</u> : Safari in Apple iOS 6.0 or later
<b>Apple iOS</b>	<a href="#">Articulate Mobile Player</a> (available in iTunes Store) - Apple iOS 6.0 or later on iPad
<b>Android OS</b>	<a href="#">Articulate Mobile Player</a> (available in Google Play) – Android OS 4.1 or later (optimized for tablets)
<b>Additional Plug-ins (may be required)</b>	<a href="#">Flash Player</a> (version 10 or later) <a href="#">Adobe Reader</a> <a href="#">Windows Media Player</a> <a href="#">QuickTime</a> (for Apple) <a href="#">Java</a> <a href="#">Shockwave</a>



# Online Trainings


E-Procurement Website

# Online Trainings for State Employees


## Course Descriptions


The Division of Purchase & Contract (P&C) is excited to debut several new online training module for state agencies. These online training can be found on the home page of the P&C website, <https://ncadmin.nc.gov/pandc> under the Online Training tile at the bottom of the page.


Also, NC E-Procurement offers a diverse list of training materials for purchasers on its website, <http://eprocurement.nc.gov/>. To view a list of web-based and in-person trainings as well as webinars and job aids, click on the **user training tab** located at the top of the home page. For your convenience, a list of NC E-Procurement web-based trainings are provided below.


	<p>E-Procurement <b>Advanced Functionality</b></p>
<p><b>Description</b></p>	<p>This online course provides a detailed overview of the creation of change orders. By the end of this online course, participants will understand how to cancel purchase orders and resolve NCAS (North Carolina Accounting System) encumbrance failures.</p> <p><b><i>Please note: This course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement <a href="#">website</a>. Please be aware that this training course will only operate with Adobe Flash Player 10 or higher. Please see the <a href="#">Technical Requirements for Online Courses</a> section for more information.</i></b></p>
<p><b>Target Audience</b></p>	<p>State agency purchasing professionals</p>
<p><b>Cost</b></p>	<p>Free</p>
<p><b>Length</b></p>	<p>Approximately 2 hrs. 20 mins. (if viewing from beginning to end)</p>
<p><b>Interested?</b></p>	<p><b>Begin the advanced functionality training course <a href="#">here</a>.</b></p>





	<p style="text-align: center;">E-Procurement <b>Approving Process</b></p>
<p><b>Description</b></p>	<p>This online course discusses the approval flow tab and explains which users can act on them. Participants will also learn how to delegate approval authority and change email notification preferences. There are two (2) trainings for this course; one is designated for state agencies and the other for community colleges and school systems.</p> <p><b><i>Please note: This course is NOT available for registration in the NC Learning Center. Both versions of this course are published on the NC E-Procurement <a href="#">website</a>. Please be aware that these training courses will only operate with Adobe Flash Player 10 or higher. Please see the <a href="#">Technical Requirements for Online Courses</a> section for more information.</i></b></p>
<p><b>Target Audience</b></p>	<p>State agency, community college, and school system purchasing professionals</p>
<p><b>Cost</b></p>	<p>Free</p>
<p><b>Length</b></p>	<p>Approximately 2 hrs. 50 mins. (if viewing from beginning to end)</p>
<p><b>Interested?</b></p>	<p><b>Begin the approving process training course for state agencies <a href="#">here</a>.</b></p> <hr/> <p><b>Begin the approving process training course for community colleges and school systems <a href="#">here</a>.</b></p>


	<p style="text-align: center;">E-Procurement <b>Catalog Approval Process</b></p>
<p><b>Description</b></p>	<p>This online course provides central procurement office contract administrators with essential skills to approve catalogs that have been submitted by statewide term contract vendors. By the end of this online course, participants will understand what actions are required, the role of the content enablement team and the features available for reviewing catalogs in NC E-Procurement.</p> <p><b><i>Please note: This course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement <a href="#">website</a>. Please be aware that this training course will only operate with Adobe Flash Player 10 or higher. Please see the <a href="#">Technical Requirements for Online Courses</a> section for more information.</i></b></p>
<p><b>Target Audience</b></p>	<p>Central procurement office contract administrators</p>
<p><b>Cost</b></p>	<p>Free</p>
<p><b>Length</b></p>	<p>Approximately 1hr. 20 mins. (if viewing from beginning to end)</p>
<p><b>Interested?</b></p>	<p><b>Begin the catalog approval process training course <a href="#">here</a>.</b></p>


	<p style="text-align: center;">E-Procurement <b>eQuote</b></p>
<p><b>Description</b></p>	<p>This online course explains how to initiate an eQuote, enter items, and select vendors. Participants will also learn how to evaluate vendor responses and add them to a requisition. There are two (2) trainings for this course; one is designated for state agencies and the other for community colleges and school systems.</p> <p><b><i>Please note: This course is NOT available for registration in the NC Learning Center. Both versions of this course are published on the NC E-Procurement <a href="#">website</a>. Please be aware that these training courses will only operate with Adobe Flash Player 10 or higher. Please see the <a href="#">Technical Requirements for Online Courses</a> section for more information.</i></b></p>
<p><b>Target Audience</b></p>	<p>State agency, community college, and school system purchasing professionals</p>
<p><b>Cost</b></p>	<p>Free</p>
<p><b>Length</b></p>	<p>Approximately 2 hrs. 25 mins. (if viewing from beginning to end)</p>
<p><b>Interested?</b></p>	<p><b>Begin the eQuote training course for state agencies <a href="#">here</a>.</b></p> <p><b>Begin the eQuote training course for community colleges and school systems <a href="#">here</a>.</b></p>

	<p style="text-align: center;">E-Procurement <b>Receiving Process</b></p>
<p><b>Description</b></p>	<p>This online course discusses the two types of receiving: how to receive and unreceive in the NC E-Procurement system.</p> <p><b><i>Please note: This course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement <a href="#">website</a>. Please be aware that this training course will only operate with Adobe Flash Player 10 or higher. Please see the <a href="#">Technical Requirements for Online Courses</a> section for more information.</i></b></p>
<p><b>Target Audience</b></p>	<p>State agency procurement professionals</p>
<p><b>Cost</b></p>	<p>Free</p>
<p><b>Length</b></p>	<p>Approximately 3 hrs. 10 mins. (if viewing from beginning to end)</p>
<p><b>Interested?</b></p>	<p><b>Begin the receiving process training course <a href="#">here</a>.</b></p>

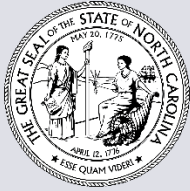
	<p style="text-align: center;">E-Procurement <b>Reporting</b></p>
<p><b>Description</b></p>	<p>This online course offers participants an overview on the various reports that are available in NC E-Procurement. By the end of this online training course, participants will gain a better understanding of the reporting process and how to filter and save reports. There are two (2) trainings for this course; one is designated for state agencies and the other for community colleges and school systems.</p> <p><b><i>Please note: This course is NOT available for registration in the NC Learning Center. Both versions of this courses are published on the NC E-Procurement <a href="#">website</a>. Please be aware that these training courses will only operate with Adobe Flash Player 10 or higher. Please see the <a href="#">Technical Requirements for Online Courses</a> section for more information.</i></b></p>
<p><b>Target Audience</b></p>	<p>State agency, community college, and school system purchasing professionals</p>
<p><b>Cost</b></p>	<p>Free</p>
<p><b>Length</b></p>	<p>Approximately 1 hr. 9 mins. (if viewing from beginning to end)</p>
<p><b>Interested?</b></p>	<p><b>Begin the reporting training course for state agencies <a href="#">here</a>.</b></p>
	<p><b>Begin the reporting training course for community colleges and school systems <a href="#">here</a>.</b></p>

	<p style="text-align: center;">E-Procurement <b>Requisitioning</b></p>
<p><b>Description</b></p>	<p>This online course provides steps to create an eRequisition in the NC E-Procurement system. By the end of this online training course, participants will become familiar with Statewide Term Contract Catalogs and how to edit an existing eRequisition. There are two (2) trainings for this course; one is designated for state agencies and the other for community colleges and school systems.</p> <p><b><i>Please note: This course is NOT available for registration in the NC Learning Center. Both versions of this course are published on the NC E-Procurement <a href="#">website</a>. Please be aware that these training courses will only operate with Adobe Flash Player 10 or higher. Please see the <a href="#">Technical Requirements for Online Courses</a> section for more information.</i></b></p>
<p><b>Target Audience</b></p>	<p>State agency, community college, and school system purchasing professionals</p>
<p><b>Cost</b></p>	<p>Free</p>
<p><b>Length</b></p>	<p>Approximately 3 hrs. 35 mins. (if viewing from beginning to end)</p>
<p><b>Interested?</b></p>	<p><b>Begin the requisitioning training course for state agencies <a href="#">here</a>.</b></p> <p><b>Begin the requisitioning training course for community colleges and school systems <a href="#">here</a>.</b></p>

	<p style="text-align: center;">E-Procurement <b>Security Administration</b></p>
<p><b>Description</b></p>	<p>This online course provides an overview of the security administrator role. By the end of this online course, participants will know how to create address and user maintenance eForms. This includes adding, deleting and updating addresses and user accounts.</p> <p><b><i>Please note: This course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement <a href="#">website</a>. Please be aware that this training course will only operate with Adobe Flash Player 10 or higher. Please see the <a href="#">Technical Requirements for Online Courses</a> section for more information.</i></b></p>
<p><b>Target Audience</b></p>	<p>State agency, community college, and school system procurement professionals</p>
<p><b>Cost</b></p>	<p>Free</p>
<p><b>Length</b></p>	<p>Approximately 3 hrs. 11 mins. (if viewing from beginning to end)</p>
<p><b>Interested?</b></p>	<p><b>Begin the security administration training course <a href="#">here</a>.</b></p>

	<p style="text-align: center;">E-Procurement <b>System Navigation</b></p>
<p><b>Description</b></p>	<p>This online course offers an overview of NC E-Procurement. By the end of this online course, participants will be able to operate NC E-Procurement dashboard and the portlets available to customize their dashboard. Participants will also gain a better understanding of the system search fields and labeling transactions.</p> <p><i><b>Please note that this course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement <a href="#">website</a>. Please be aware that this training course will only operate with Adobe Flash Player 10 or higher. Please see the <a href="#">Technical Requirements for Online Courses</a> section for more information.</b></i></p>
<p><b>Target Audience</b></p>	<p>State agency procurement professionals</p>
<p><b>Cost</b></p>	<p>Free</p>
<p><b>Length</b></p>	<p>Approximately 2 hrs. 44 mins. (if viewing from beginning to end)</p>
<p><b>Interested?</b></p>	<p><b>Begin the system navigation training course <a href="#">here</a>.</b></p>





**Purchase & Contract**  
Department of Administration

## Purchase and Contract

### Choosing the Correct Commodity Code

#### Description

This online course offers an overview of Commodity Codes. By the end of this online course, participants will be able to choose the correct commodity code for their service or commodity they need to procure.

***Please note that this course is NOT available for registration in the NC Learning Center. It is published on the Purchase and Contract [website](#). Please be aware that this training course will operate best with Internet Explorer or Google Chrome. Please see the [Technical Requirements for Online Courses](#) section for more information.***

#### Target Audience

State agency procurement professionals

#### Cost

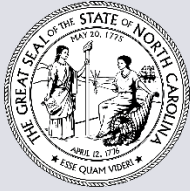
Free

#### Length

Approximately 30 mins. (if viewing from beginning to end)

#### Interested?

**Begin the system navigation training course [here](#).**



**Purchase & Contract**  
Department of Administration

## Purchase and Contract How to Navigate the Commodity Code Search

### Description

This online course offers a tutorial about how to navigate the new commodity search page within IPS. By the end of this online course, participants will be able to use the search function to locate the commodity code that they need for a given commodity or service.

***Please note that this course is NOT available for registration in the NC Learning Center. It is published on the Purchase and Contract [website](#). Please be aware that this training course will operate best with Internet Explorer or Google Chrome. Please see the [Technical Requirements for Online Courses](#) section for more information.***

### Target Audience

State agency procurement professionals

### Cost

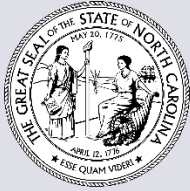
Free

### Length

Approximately 10 mins. (if viewing from beginning to end)

### Interested?

**Begin the system navigation training course [here](#).**



**Purchase & Contract**  
Department of Administration

## Purchase and Contract IPS Password Reset

### Description

This online course offers a tutorial about how to change or reset the IPS password. By the end of this online course, participants will be able to change or reset their passwords using the IPS password reset function.

***Please note that this course is NOT available for registration in the NC Learning Center. It is published on the Purchase and Contract [website](#). Please be aware that this training course will operate best with Internet Explorer or Google Chrome. Please see the [Technical Requirements for Online Courses](#) section for more information.***

### Target Audience

State agency procurement professionals

### Cost

Free

### Length

Approximately 10 mins. (if viewing from beginning to end)

### Interested?

**Begin the system navigation training course [here](#).**

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# Vendor Trainings

Online Trainings and Job Aids


# Online Trainings and Job Aids for Vendors



## Course Descriptions

The Division of Purchase & Contract (P&C) is excited to debut its first online training module for vendors titled *How to do Business with the State*. This online training can be found on the home page of the P&C website, <https://ncadmin.nc.gov/pandc>.

Also, NC E-Procurement offers a varied list of training materials for vendors on its website, <http://eprocurement.nc.gov/>. To view a list of web-based trainings and job aids specifically designed for the vendor community, click on the **user training tab** located at the top of the home page. For your convenience, a list of P&C and NC E-Procurement vendor web-based trainings and job aids are provided below.


	<b>A Guide to NC Electronic Vendor Portal Registration</b>
<b>Description</b>	<p>This guide, which is available to view in two formats, is designed to show vendors how to register for the NC electronic Vendor Portal (eVP). Whether it be the job aid or web-based training, after review, vendors will understand the steps required to complete the registration process.</p> <p><i>Please note that this course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement <a href="#">website</a>.</i></p>
<b>Interested?</b>	<b>View job aid for the NC electronic Vendor Portal <a href="#">here</a>.</b>
	<b>Begin the NC electronic Vendor Portal (eVP) web-based training course <a href="#">here</a>.</b>
<b>Length</b>	Approximately 43 min. (if viewing from beginning to end)




**Purchase & Contract**  
Department of Administration


## How to do Business with the State


<b>Description</b>	<p>At the completion of this training, vendors will understand how to register to do business with the state of North Carolina. They will also learn how to use E-Procurement and the Interactive Purchasing System to submit offers to the state solicitation documents.</p> <p><i><b>Please note that this course is NOT available for registration in the NC Learning Center. It is published on the Division of Purchase &amp; Contract <a href="#">website</a> under vendor resources in the scrolling header.</b></i></p>
<b>Cost</b>	Free
<b>Length</b>	Approximately 20 min. (if viewing from beginning to end)
<b>Interested?</b>	<b>Begin the how to do business with the state training course <a href="#">here</a>.</b>

	<h2>Managing Contacts</h2>
<b>Description</b>	<p>This training course will provide details about contacts and their roles. Vendors will learn how to manage contacts within the NC eVP application.</p> <p><b><i>Please note that this course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement <a href="#">website</a>.</i></b></p>
<b>Cost</b>	Free
<b>Length</b>	Approximately 10 min. (if viewing from beginning to end)
<b>Interested?</b>	<b>Begin the managing contacts training course <a href="#">here</a>.</b>

	<h2>NC E-Procurement Billing Information</h2>
<b>Description</b>	<p>At the completion of this training, vendors will become familiar with the NC E-Procurement billing process. The training will discuss how to review the Billing Information page as well as how to view and download past invoices.</p> <p><b><i>Please note that this course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement <a href="#">website</a>.</i></b></p>
<b>Cost</b>	Free
<b>Length</b>	Approximately 7 min. (if viewing from beginning to end)
<b>Interested?</b>	<b>Begin the NC E-Procurement billing information training course <a href="#">here</a>.</b>



	<h2>Searching for Registered Vendors</h2>
<b>Description</b>	<p>At completion of this training course, vendors will familiarize themselves with the Public Vendor Search page. This training will discuss how to use the search fields and filters to search for registered vendors.</p> <p><b><i>Please note that this course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement <a href="#">website</a>.</i></b></p>
<b>Cost</b>	Free
<b>Length</b>	Approximately 14 min. (if viewing from beginning to end)
<b>Interested?</b>	<b>Begin the searching for registered vendors training course <a href="#">here</a>.</b>

	<h2>Updating Electronic Vendor Portal (eVP) Account</h2>
<b>Description</b>	<p>At the completion of this training, vendors will understand how to update eVP account information. Vendors will also learn how to update profile information and security questions, change account password, and update the company name.</p> <p><b><i>Please note that this course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement <a href="#">website</a>.</i></b></p>
<b>Cost</b>	Free
<b>Length</b>	Approximately 15 min. (if viewing from beginning to end)
<b>Interested?</b>	<b>Begin the updating electronic Vendor Portal (eVP) account training course <a href="#">here</a>.</b>

## 2018 Course Schedule

<u>Date</u>	<u>Course Title</u>	<u>Location</u>	<u>Facility &amp; Address</u>
<b>January 4</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>January 9</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>January 9</b>	Solicitation Documents and the Law	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E)
<b>January 23-25</b>	NC Procurement	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E)
<b>January 30</b>	Customizing Solicitation Templates	Raleigh	Wildlife Resources Commission 1751 Varsity Drive
<b>February 7</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>February 8</b>	E-Quote	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>February 15</b>	Specification Writing	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E)
<b>February 20</b>	Contract Administration and Monitoring	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E)
<b>February 28</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>March 8</b>	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E)
<b>March 15</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>March 20-22</b>	RFP Development and Evaluation	Raleigh	Dept. of Administration 116 W. Jones St.

			P&C Training Room (Suite G111-E)
<b>March 27</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>April 3</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>April 4</b>	E-Quote	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>April 12</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>April 16-18</b>	NC Procurement	Wilmington	Cape Fear Community College/ Union Station 502 N. Front St. Room 512
<b>April 19</b>	Specification Writing	Wilmington	Cape Fear Community College/ Union Station 502 N. Front St. Room 512
<b>April 26</b>	Solicitation Documents and the Law	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E)
<b>May 3</b>	Customizing Solicitation Templates	Raleigh	Wildlife Resources Commission 1751 Varsity Drive
<b>May 8</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>May 17</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>May 22</b>	Contract Administration and Monitoring	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E)
<b>June 7</b>	Specification Writing	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E)
<b>June 12</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>June 19-21</b>	RFP Development and Evaluation	Raleigh	Dept. of Administration 116 W. Jones St.

			P&C Training Room (Suite G111-E)
<b>June 27</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>June 28</b>	E-Quote	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>July 10</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>July 12</b>	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E)
<b>July 19</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>July 24-26</b>	NC Procurement	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E)
<b>August 2</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>August 6-8</b>	RFP Development and Evaluation	Statesville	Mitchell Community College 701 W. Front St.
<b>August 9</b>	Contract Administration and Monitoring	Statesville	Mitchell Community College 701 W. Front St.
<b>August 21</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>August 22</b>	E-Quote	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>September 5</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>September 13</b>	Customizing Solicitation Templates	Raleigh	Wildlife Resources Commission 1751 Varsity Drive
<b>September 18</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>September 26</b>	Solicitation Documents and the Law	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E)

<b>October 3</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>October 10</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>October 11</b>	E-Quote	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>October 15-17</b>	NC Procurement	Statesville	Mitchell Community College 701 W. Front St.
<b>October 18</b>	Specification Writing	Statesville	Mitchell Community College 701 W. Front St.
<b>November 6</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>November 15</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>November 20</b>	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E)
<b>December 4</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>December 10-12</b>	RFP Development and Evaluation	Wilmington	Cape Fear Community College/ Union Station 502 N. Front St. Room 512
<b>December 13</b>	Contract Administration	Wilmington	Cape Fear Community College/ Union Station 502 N. Front St. Room 512
<b>December 19</b>	E-Procurement	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road
<b>December 20</b>	E-Quote	Raleigh	Wake Tech Public Education Campus 321 Chapanoke Road